

# **MEMORANDUM OF AGREEMENT**

## **Between the Vermont Department of Health And Department of Corrections**

### **I. Purpose**

The Vermont Department of Health (VDH) and the Department of Corrections (DOC) are entering in to this agreement to establish a system for providing HIV Oral Fluid Tests to the incoming prison population in all DOC facility locations:

- Northern State Correctional Facility (NSCF) – Newport, Vermont
- Southern State Correctional Facility (SSCF) – Springfield, Vermont
- Northwest State Correctional Facility (NWSCF) – Swanton, Vermont
- Southeast State Correctional Facility (SESCF) – Windsor, Vermont
- Northeast Correctional Complex (NERCF & CCWC) – St. Johnsbury, Vermont
- Chittenden Regional Correctional Facility (CRCF)- South Burlington, Vermont
- Marble Valley Regional Correctional Facility (MVRCF) – Rutland, Vermont

### **II. Terms of Agreement**

The period of performance is from May 1, 2014 through April 30, 2015.

### **III. Deliverables and Timeline**

The Department of Corrections will undertake activities in support of this project, as outlined below.

Activities will include:

- Within 14 days of incarceration DOC will offer confidential opt-out HIV Oral Fluid testing to all new incoming inmates and repeat offenders who have not been tested in the past six months.
- Each of the 8 DOC facilities will send test specimens weekly to the Vermont Department of Health Laboratory via FedEx.
- Provide all non-reactive test results to inmates.

In mutual support of this project, the Vermont Department of Health shall:

- Coordinate initial HIV Oral Fluid Test collection training.
- Provide HIV Oral Fluid Test kits, return shipping labels and specimen packaging materials to DOC regional office for disbursement to all 8 DOC facilities.
- Provide HIV western blot confirmatory test for all reactive specimens.
- Provide results via fax within one week of receipt of test specimens. The receiving fax machine must be located in a secure space to which only DOC and Correct Care Solutions staff have access.
- Provide monthly summary reporting to the Regional Director of Nursing and Medical Director for Correct Care Solutions organized by facility, total number of tests submitted and number of positive results.
- Deliver all positive test results to inmates.
- Provide the appropriate post-test counseling and referral services to all newly identified HIV positive inmates.

Staff from the Department of Corrections, the Department of Health, and Correct Care Solutions shall meet in August or September 2014 to review progress on these activities and make adjustments as needed.

#### **IV. Payment Provisions**

The DOC will reimburse the VDH, via an interdepartmental transfer, for actual testing costs at the rate of \$14.00 per test. The VDH may submit invoices on a quarterly basis that include itemized services rendered during the billing period to the Business Manager at the DOC.

This Agreement will be in effect from May 1, 2014 and will remain in effect until April 30, 2015 unless otherwise changed by mutual consent or by termination through thirty (30) day written notice by either party.

**By signing this agreement all parties agree upon all the terms as stated above.**

**Agree upon by:**

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Harry Chen, M.D., Commissioner  
Vermont Department of Health

\_\_\_\_\_  
Date